

Terms of Reference

SIETAR Europa Executive Team

Purpose

The SIETAR Europa's Executive Team leads the implementation of the strategy for SIETAR Europa as decided by the General Assembly and the Board of Directors.

Authority

The Executive Committee shall have the authority to:

- (A) Implement the policy and priorities established by the members of SIETAR Europa¹.
- (B) Review the performance of the Administrative Assistant and take action regarding his or her contract for employment.
- (C) Coordinate and supervise the work of Committees.
- (D) Propose the agenda for meetings of the Board and General Assembly.
- (E) Approve the accounts and prepare the financial statements, which shall be presented to the members.
- (F) Receive, consider and take action regarding complaints arising in the context of SIETAR Europa.
- (H) Act for the members of SIETAR Europa between meetings, perform any and all duties that may be delegated to it by the members of SIETAR Europa and recommend policies to the members of SIETAR Europa.

The Executive Team shall have no authority to:

- (A) Dissolve SIETAR Europa
- (B) Admit or remove members.
- (C) Suspend or limit voting rights.
- (D) Increase or create Membership Fees.
- (E) Establish or create any financial penalties.
- (F) Amend these Constitutional Rules or The Memorandum and Articles of Association

However, (D) and (E) can be delegated to the Executive Team, if the members elect to do so.

Appointment

The SIETAR Europa Executive Team is appointed by the SIETAR Europa Board of Directors upon a binding nomination by the General Assembly.

Terms and Re-election

The term of the Executive Team is 2 years. Any individual can run for two consecutive terms. In the event that an Executive Team member wishes to serve a third term, they may do so with express permission of the Board. Alternatively, the Board can request that an ET member serve a third term, but there is no obligation on the ET member to do so.

Roles

¹ Members of SIETAR Europa are all paying members from national SIETARs part of the SIETAR Europa network and SIETAR Europa Direct Members.

The SIETAR Europa Executive Team consists of the President, Vice-President, Secretary, and Treasurer.

The President shall:

- (A) Lead and co-ordinate the work of the SIETAR Europa Executive Team.
- (B) Co-Chair the meetings of the SIETAR Europa Board of Directors.
- (C) Chair the meetings of the General Assembly.
- (D) Facilitate and guide the process of strategy development and implementation.
- (E) Represent SIETAR Europa publicly.

The Vice-President shall

- (A) Co-facilitate the coordination of the work of Committee Chairs.
- (B) Liaise with the Operations Manager.
- (C) Facilitate the mediation of internal conflicts and grievances within SIETAR Europa that she or he is not a party to.

The Secretary shall

- (A) Coordinate the planning of ET and Board of Directors virtual and face-to-face meetings.
- (B) Ensure the record keeping and distribution of minutes of meetings.
- (C) Liaise with the Communications Committee to ensure smooth communication between members and SIETAR Europa.
- (D) Support the President and the Vice-President in the realization of the strategy and in the management of the organization.

The Treasurer shall

- (A) Lead the Financial Policies Team.
- (B) Monitor the accounts and approve payments.
- (C) Liaise with the Administrative Assistant in relation to book-keeping and financial management of the organisation.
- (D) Present the accounts to the auditors and inform the Board of Directors as well as the General Assembly about the state of SIETAR-Europa's financial matters.

Support the President and the Vice-President in the realization of the strategy and in the management of the organization.

Replacing a member of the Executive Team in mid term

In the event of the President stepping down before her or his end of term, the Vice-President shall take her or his seat.

In the event of the Vice-President stepping down before her or his end of term, the Board of Directors shall elect an interim Vice-President until the next election.

In the event of the Secretary stepping down before her or his end of term, the Board of Directors shall elect an interim Secretary until the next election.

In the event of the Treasurer stepping down before her or his end of term, the Board of Directors shall elect an interim Treasurer until the next election.